


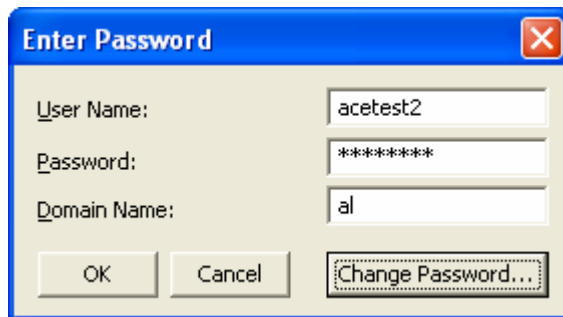
## State of Alabama – ACE Hosted E-Mail System

### Changing your Password

#### Changing your Password in Outlook 2002

Step 1. Launch Outlook, click on the icon  E-mail Microsoft Outlook

Step 2. When the **Enter Password** dialog is displayed, click on **Change Password** button. (screen below)



Step 3. Enter your old ACE e-mail password in the **Old Password** field, Enter your new *Complex* password in the **New Password** field, and re-enter your new *Complex* password in the Confirm New Password field, then click OK to continue. Check Appendix A for additional information on what the requirements are for Complex Passwords.

Step 4. If you receive an error (such as the one below) click OK and repeat the above step.



## Changing your Password in Outlook Web Mail

Step 1. If you are already using Webmail skip to Step 4, otherwise Launch Microsoft Internet Explorer (IE 5.0 or later)

Step 2. On the browser address line, type <http://webmail.alabama.gov> <enter>

Step 3. When the following screen appears in the browser, under Webmail Login, enter your e-mail address (Example: [acetest2@isd.alabama.gov](mailto:acetest2@isd.alabama.gov)), then enter your password.

Wednesday, May 19, 2004

**ALABAMA Webmail**  
STATE OF ALABAMA GOVERNMENT EMAIL SYSTEM

Webmail Home Contact Webmail Administrators Official Alabama Directory

- Network News
- Virus Information
- Spam Information
- FAQ & Help
- Contact Us
- Home
- Alabama Centralized E-Mail (ACE) Project Update
- Agency System Administrator Login [Internal or VPN only]

### Welcome to Alabama Webmail

This state employee service is provided by ISD Internet Services, Department of Finance. To Login, submit your email address on the right. See [FAQ](#) page for help, or you can [contact us](#).

### Webmail Network News

Date/Time	Subject	Memo
1/27/2004 8:45:13 PM	Virus Threat Response	In response to recent DOOM virus threat, E-Mail containing files with Extensions: .bat, .cmd, .exe, .pif, .scr, and .zip will be blocked.
1/27/2004 8:41:29 PM	Latest Virus Threat	W32.Novarg.A@mm is a mass-mailing worm that arrives as an attachment with the file extension .bat, .cmd, .exe, .pif, .scr, or .zip. When a computer is infected, the worm will set up a backdoor into the system by opening TCP ports 3127 through 3198, which can potentially allow an attacker to connect to the computer and use it as a proxy to gain access to its network resources. In addition, the backdoor can download and execute arbitrary files.
1/18/2004 3:54:49 PM	Fake Microsoft Update Alert	The fake message, which sports a spoofed sending address of windowsupdate@microsoft.com, uses the subject line 'Windows XP Service Pack 1 (Express)--Critical Update' to trick recipients into opening the attached file.
1/18/2004 3:51:07 PM	Microsoft Issues Trio of Patches for January 2004	Read the Microsoft Bulletin Summaries for the new updates released January 13, 2004: Microsoft Internet Security and Acceleration Server Security Bulletin Summary for January 2004 Microsoft Windows Security Bulletin Summary for January 2004 Microsoft Exchange Security Bulletin Summary for January 2004
1/16/2004 2:47:55 PM	FAQ & Help Updates	More documents have been added to the FAQ and Help section, please check them out!

### Webmail Login

Your Email Address:

Your Password:

[ Change Password ]

**Client** (what's this?)

☒ Premium

☐ Basic

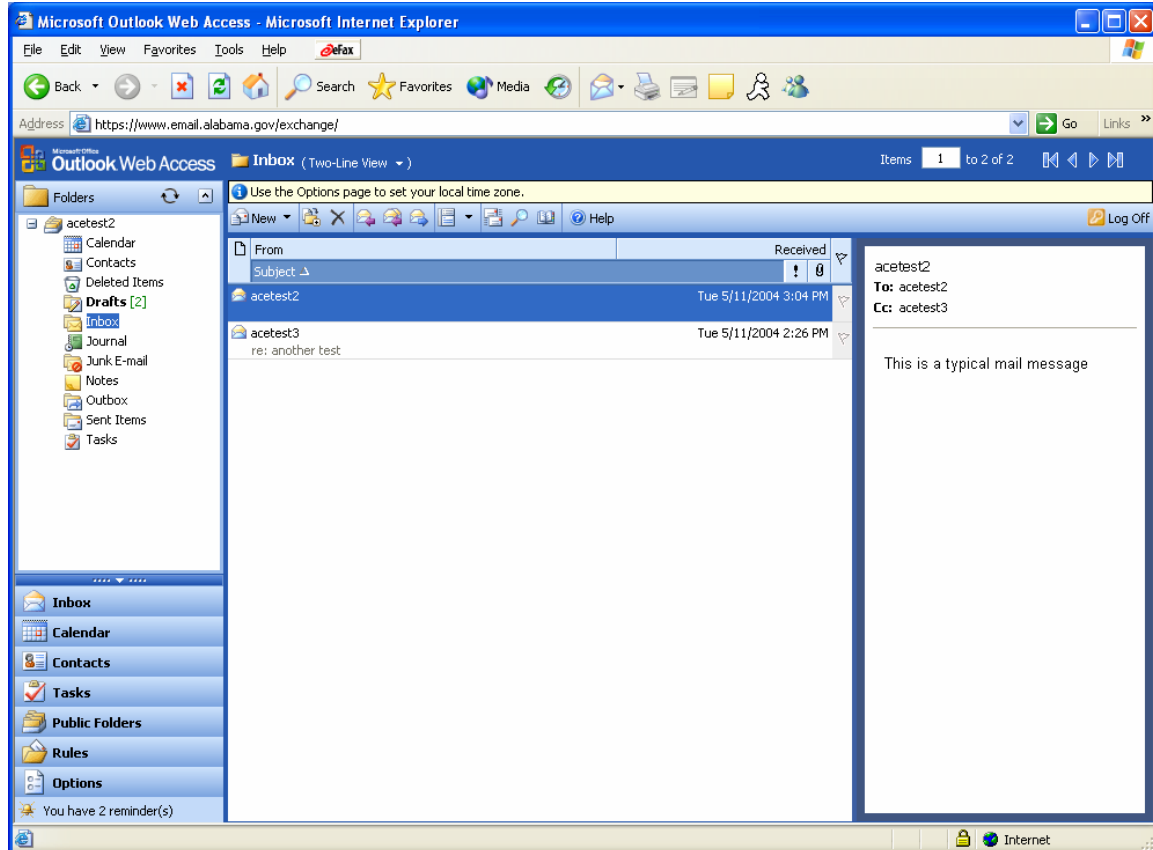
**Security** (what's this?)

☒ Public or shared computer

☐ Private computer

Fill out form and click **Log On** button above. By submitting you are signifying you have read, understood and accepted the terms of use outlined in the [State of Alabama Email Policy \(PDF\)](#). If you need help with Outlook Web Access [click here](#).

Step 4. Once Webmail screen appears (see screen below)



Step 5. Click on **Options** from the list presented on the left navigation bar. (as shown above)

Step 6. Scroll down and locate the Change Password button located near the bottom of the page. Click the Change Password button; this will launch the page to change your password.

Step 7. On the Change Password page, type your Windows 2003 user account name in the **Account** field, type your old password, type the new *Complex* password and confirm that same *Complex* password. Click **OK** to complete the Change Password process. If errors are received please repeat the process. Check Appendix A for additional information on what the requirements are for Complex Passwords.



The screenshot shows a web browser window titled "Alabama Webmail - 112 - Microsoft Internet Explorer". The page header includes the Alabama Webmail logo and navigation links: "Webmail Home", "Contact Webmail Administrators", and "Official Alabama Directory". The main heading is "Internet Service Manager for Internet Information Server 6.0". Below this, there are five input fields: "Domain" (containing "AL"), "Account", "Old password", "New password", and "Confirm new password". At the bottom of the form are three buttons: "OK", "Cancel", and "Reset". The footer contains the text "ISD Internet Services" and additional links: "Contact Us", "State Agency Directory", "State Employee Directory", and "Top".

## Appendix A: Additional information

### Password Complexity Rules

Your passwords must meet the following requirements:

1. Cannot contain any or all of the users' name.
2. Must be at least 8 characters.
3. Must contain characters from 3 of the following categories.
  - a. Uppercase English letters, (A to Z)
  - b. Lowercase English letters, (a to z)
  - c. Number 0 to 9
  - d. Non-alphanumeric characters, (!, @, #, \$, etc.)

### Tips for Complex Passwords

The reluctance to use the complexity rule stems partly from users' thinking it's too complex. Nothing is further from the truth. Id6c@n is a prime example of an easy to remember password.

G=Great  
D=Danes  
r=are  
b=big  
#=pound  
4=four  
#=pound

**Msi5!YOld = My son is 5 years old**

**sgr&sp1ce = Sugar and Spice**

**Ig2s@9t = I go to sleep @ 9 tonight. Simple.**

**Mi1omfs = Mash is one of my favorite shows.**

**GDrb#4# = Great Danes are big pound for pound. (The dogs that is.)**

Using sentences to create complex passwords is a good way to make the password simpler. So, password complexity isn't all that hard to use after all. Password complexity = password simplicity.

### Current ACE Hosted E-Mail Password Policies

1. E-mail passwords will require a password change every 90 days.
2. E-mail passwords require a minimum length of 8 characters
3. E-mail passwords are remembered by the system for 12 passwords. You will have to have a unique password each Password Change for 12 passwords.
4. Complex password will be required